



Development Process Guide

A quick reference guide to the various permits required if you plan to build a residential or commercial structure.

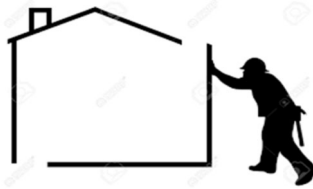
April 2023

Building a home or structure in Carbon County requires several permitting processes you may or may not be familiar with.

This document provides an overview of the individual processes in order to help steer you through the development process. It does not contain complete instructions or regulations; those can be found online at co.carbon.mt.us or at the respective offices noted within.

Note: All permit applications noted in this Guide may be submitted at the same time, although certain approvals may be required before others will be issued.

All pertinent approvals will be required prior to issuance of a Construction Authorization for Onsite Wastewater Treatment (Septic) System.



Development Permit

Required per County Development Regulations (Zoning Regulations) for many types of land use changes. There are no formal zoning regulations in Carbon County, (excepting in cities and towns) but building setbacks and other requirements must be met. View full Development Regulations at co.carbon.mt.us.

Reviewed in order to protect public health and safety, water and air quality, existing infrastructure, and the economic welfare of residents. We encourage economic development, preserve agricultural resources, support tourism, recreation, and use of our natural resources for multiple uses.

Group 1 Residential Building a structure to live in, including:

- Single Family Residential
- Mobile Home or Trailer Lot
- Cabin, Shop or Garage
- Travel Trailer or Recreational Vehicle Lot

Cost: \$50 application fee

Review Period: 30 days; Planning Director reviews

Development Permit (Continued)

Group 2 Commercial Building a structure to conduct business from, or changing the land use for commercial purposes, such as:

- Commercial Business
- Industrial Business
- Multi-Family Residential (4 units or more)

Cost: \$150 application fee

Review Period: 45-days. Reviewed by Planning Director. If applicable, conditions of approval must be met before approval.

Definitions:

Commercial Use: Any use of land for the sale, offering for sale, purchase or any other transaction involving the handling or disposition of any article, commodity, substance or service; also, the occupancy or management of office buildings, and use of structures or premises by professions and trades or people rendering services.

Variance: A special process by which an applicant can request deviation from Development Regulations.

Conditional Use Permit Specific proposed uses, like:

- Industrial
- Rifle/Shooting Facilities
- Power Plants
- Oil & Gas Development
- Animal Feed Lots
- Salvage or Wrecking Yards
- Wind & Solar Energy

Cost: \$850 application fee.

Review Period: Up to 60-days from receipt of complete application. Reviewed by Planning Director and Zoning Commission (Planning Board) via Public Hearing; who then make recommendation to Commissioners to approve, approve w/ conditions or deny an application.

Development Permit (Continued)

Variance Request: What if my Group 2 or Conditional Use application is denied because it doesn't meet the criteria? You may request a variance from Development standards. Variance requests are reviewed by the Planning Director and Board of Adjustment (Planning Board) via Public Hearing in order to make recommendation to County Commissioners to approve, approve w/ conditions or deny.

Cost: \$250 per variance request.

Review Period: 60-days upon receipt of complete application.

Apply for Development Permits online at co.carbon.mt.us

Required info:

All projects:

- Property site plan (See sample on website)
- Property location (Legal description-Township, Section & Range; or Certificate of Survey No. with Lot or Tract No.)
- Contractor contact information, if applicable.

Group 2 and Conditional Use:

- Property site plan (See sample on website)
- Property location (Legal description-Township, Section & Range; or Certificate of Survey No. with Lot or Tract No.)
- Contractor contact information, if applicable
- Adjacent property owner's names and mailing addresses. Visit svc.mt.gov to search land-owner info.

Contact:

Carbon County Contract Planner

Phone: 406-690-1933

email: forrest@forrestmandevilleconsulting.com

Web: co.carbon.mt.us

By appointment: County Administration Building

17 11th St W / PO Box 466 · Red Lodge, MT 59068

Office hours vary; contact Planner to schedule an appointment.



Onsite Wastewater Treatment System (Septic) Permit

Anyone planning to build a residential or commercial structure intended for private or public use that includes an Onsite Wastewater Treatment System (OWTS) (Septic) must submit an application. Alterations or modifications to existing systems also require permitting. Applications are reviewed by a licensed Sanitarian within the Environmental Health Dept.

Cost: \$200 base application fee for all OWTS; additional fees may be required depending on the complexity of your system.

Applications are reviewed to verify that state design standards for onsite wastewater management are followed and to ensure that water quality standards are upheld in order to protect public and environmental health.

Additionally, for any future changes to your property boundaries or lot size, your OWTS must be verified as properly permitted. In many cases, lending institutions require proof of a properly permitted OWTS prior to approving a financial loan.

We **strongly recommend** you:

- 1) Do not begin construction on any structures or systems before you have all necessary County/State approvals and/or permits in hand.
- 2) Obtain an OWTS (Septic) Construction Authorization before you drill your potable water well since well placement may limit where you can put your OWTS and home.
- 3) Verify whether Montana Department of Environmental Quality (MDEQ) Sanitary Restrictions have been lifted (if your property is under 20 acres). Please visit co.carbon.mt.us to fill out an online request form for a previously issued Certificate of Subdivision Approval (COSA).

OWTS approval involves a 3 Stage Process:

Stage 1 - Construction Authorization allows your Carbon County licensed installer to begin construction.

Stage 2 - System Inspection - Once installed, an on-site inspection will be completed by a County Sanitarian prior to your contractor backfilling the system.

Stage 3 - Permit to Operate is issued once inspected and certified.

Onsite Wastewater Treatment System (Continued)

Apply: Online at co.carbon.mt.us. Please review details and current fee schedule online.

Required Info:

- **Property location** (Physical address, legal description, Certificate of Survey [COS], Lot or Tract #)
- **Property Site Plan** to include well and drainfield locations, including setbacks. Visit co.carbon.mt.us for an example
- **Number of bedrooms** including rooms/offices that a subsequent owner might use as a bedroom. (An unfinished basement is also considered a bedroom)
- **Name of Carbon County licensed contractor** doing the installation

Review Period: Minimum of 60 days; up to 1 year depending on the complexity of your system and the characteristics of your parcel, such as susceptibility to high groundwater (water found below the surface), possible professional engineering work required, and the approval time required for all other County permits required in this Development Process Guide prior to OWTS approval.

Contact:

Environmental Health Department

Phone: 406-446-1694

email: bkrizek@co.carbon.mt.us

Web: co.carbon.mt.us

County Administration Building

17 West 11th Street / PO Box 466 · Red Lodge, MT 59068

1234



Physical Address

Anyone building a livable dwelling or commercial business will need a Physical Address.

Required for:

- Emergency response including fire, ambulance, law enforcement
- Courier services (FedEx, UPS) for package delivery
- GPS navigation to your address
- US Postal Service for rural mail delivery if your lot is located along an established rural mail delivery route, as opposed to a Post Office Box mailing address which requires you to pick up your mail at the physical Post Office location. (Contact USPS regarding mail delivery options.)

Physical Address (Continued)

Apply online at co.carbon.mt.us. You can also apply via phone or in person – please call ahead to schedule. Note: If you are building inside the city limits of Red Lodge, contact Red Lodge Fire Rescue for addressing info - 406-446-2320.

Required Info:

- Property location (Legal description, Certificate of Survey [COS], Lot or Tract #)
- Approach location (e.g., 200 feet north of SW property corner along Smith Rd)
- Contractor contact information, if applicable.

Cost: \$40

Review Period: Plan on approximately 1-2 weeks before your physical address will be assigned.

Contact:

Carbon County Addressing Manager

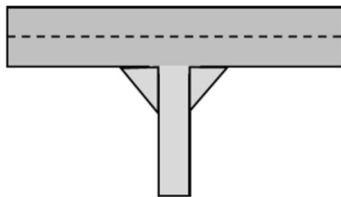
Phone: 406-445-7270

email: gis@co.carbon.mt.us

Web: co.carbon.mt.us

Carbon County Personal Services Building

10 Oakes Ave S. Suite G / PO Box 887 · Red Lodge, MT 59068



County Road Approach

Legal and physical access shall be provided to tracts of land where development is proposed. Any new proposed access on a County Road will require an Approach Permit per County Development Regulations.

This application, reviewed by the Road Superintendent / District Commissioner, is required for improvements accessed from a County road right-of-way where there is no existing road approach. Approaches on state or federal highways are approved by the Montana Department of Transportation.

County Road Approach (Continued)

Apply: Find the Road Approach application form online at co.carbon.mt.gov.

Required Info:

- Property location (Physical address, legal description, Certificate of Survey [COS], Lot or Tract #)
- Site distances *from road* on both sides of approach
- Site distances to the left and right *from* approach
- Estimated number of vehicle trips per day
- Slope, width, and flare of approach

Cost: \$100 Residential, \$400 Commercial

Review Period: Allow 30 days before permit is issued.

Contact:

Carbon County Commissioners

Phone: (406) 446-1595 Fax: (406) 446-2640

email: commissioners@co.carbon.mt.us

Web: co.carbon.mt.us

County Administration Building

17 West 11th Street / PO Box 887 · Red Lodge, MT 59068



MT Sage Grouse Habitat Conservation

This program works to sustain viable sage grouse populations and conserve habitat. The County and the State require evidence that your project is outside of designated sage grouse habitat per executive Order 12-2015 and the Greater Sage Grouse Stewardship Act. Anyone proposing new development activities in sage grouse habitat must submit a development project application to the MT Sage Grouse Habitat Conservation Program for consultation.

If your project is close to designated sage grouse habitat or a Bureau of Land Management (BLM) Priority area, or if you are unsure your project is within designated sage grouse habitat or BLM Priority area, please submit your project for review.

MT Sage Grouse Habitat Conservation (Continued)

Apply: To submit a development or conservation project, login and click “new project” online at sagegrouse.mt.gov.

Review Period: Allow 45-60 days for MT Sage Grouse Habitat Conservation Program review.

Contact:

MT Sage Grouse Habitat Conservation Program

Phone: 406-444-6340

email: sagegrouse@mt.gov

Web: sagegrouse.mt.gov

1539 Eleventh Ave · Helena, MT 59601



Streambed, Streambank and Floodplain Permitting

Permits are required from a variety of agencies for work in streambeds/streambanks or adjacent floodplains. Federal Emergency Management Agency (FEMA) defines a “floodplain” as any land area that could be flooded by floodwaters from any source.

Conservation District “310” permits, a Floodplain Development Permit and other relevant agency permits are required before you begin work **in or near a waterway** in order to protect the public, land, water quality, river, fish, wildlife, and any structures within the floodplain. The 6 permitting agencies created a Joint Application Form to streamline the process and increase cooperation.

Types of floodplain development reviewed through this application can include placement of fill, roads, bridges, culverts, transmission lines, irrigation facilities, riprap, excavation and storage of equipment or materials; as well as new construction, placement, or replacement of manufactured homes, additions, or substantial improvements to residential and commercial buildings.

Streambed, Streambank and Floodplain Permitting (Continued)

Basic Floodplain Development Permit Process:

1. Determine if the property you plan to develop is within a FEMA designated floodplain by contacting the Floodplain Administrator or visit <https://msc.fema.gov/portal/home>.
2. If so, you'll need to apply for a Floodplain Development Permit and possibly other agency permits depending on location and type of work.
3. The Floodplain Administrator reviews your Floodplain Development Application. Depending on the location and type of work planned, up to 5 other agencies may have to approve your application prior to starting work including: Carbon County Conservation District, MT Fish Wildlife & Parks, MT Dept of Natural Resources & Conservation, US Army Corps of Engineers, and the MT Dept of Environmental Quality.

Apply: It is strongly recommended you contact the Floodplain Administrator prior to beginning your application. Online application form and instructions can be found at co.carbon.mt.us.

Required Info:

- Adjacent property owner's names and mailing addresses. Visit svc.mt.gov to search landowner info.
- Letter from each property owner where project will be completed authorizing proposed work.
- A detailed site plan, drawn to scale, showing location of property boundaries, floodplain boundaries, existing and proposed improvements and structures, physical features and location of all fill that will be brought into the floodplain. Call Floodplain Administrator for details.

Cost: \$50 Prior to start of work; \$100 After the fact
\$250 Variance Request

Review Period: Approximately 60 days following receipt of a complete application; floodplain permits are issued after receipt of approved permits from other relative agencies.

Contact:

Carbon County Contract Floodplain Administrator
Phone: 406-932-5470 (office); 406-930-5441 (cell)
Web: dnrc.mt.gov

Other Helpful Carbon County Contacts

In case of emergency, dial 911 for Ambulance, Sheriff and Fire.

Enroll in CodeRED public safety alert messages
by texting CARBONALERTS to 99411.

Disaster & Emergency Services 406-446-1038
Disaster prevention, preparedness, and mitigation

Treasurer 406-446-1221 406-446-2640 fax
Property tax info; driver & vehicle licensing

Clerk & Recorder 406-446-1220 406-446-2640 fax
Official documents & certificates

County Courthouse & Sheriff 406-446-1234
Concealed carry regulations & application

Visit Carbon County's website co.carbon.mt.us

